

VACANCY ANNOUNCEMENT # 06/04/25
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POSITION: COMMUNITY LIAISON OFFICE COORDINATOR ASSISTANT, FP-6
(Job share)

Open to: U.S. Citizen Eligible Family Members (AEFMs) - All Agencies
Opening Date: April 18, 2006
Closing Date: May 2, 2006
Work Hours: Job share - 20 hours per week each

NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION (COM) AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.
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The U.S. Embassy in Lima is seeking two Eligible Family Members (EFM) for employment in country for the position of Community Liaison Office Coordinator Assistant in the Community Liaison Office (CLO). Twenty hours of the job share will be available o/a mid-June 2006 and the other 20 hours of the job share will be available o/a mid-August 2006.

Basic Function of Position

Incumbent assists CLO Coordinator in all areas of CLO responsibilities: employment liaison, crisis management and security liaison, education liaison, information and resource management, guidance and referral, welcoming and orientation, community liaison, and events planning. Incumbent works with CLO Coordinator to enhance post morale and provide orientation and information of interest to the Embassy community. Incumbent is responsible for planning, organizing and coordinating CLO events and activities, trips and bazaars, as well as for maintaining and disseminating community information.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact extension 2168.

Qualifications Required

1. Education: Completion of secondary school education is required.

2. Prior Work Experience: At least two years of experience (including volunteer) in customer service related areas that demonstrate empathy and sensitivity in dealing with people is required.

3. Language: Level IV (Fluent) Speaking/Reading English ability is required. This will be tested.

4. Skills and Abilities: Interpersonal skills and the ability to prioritize and organize large amounts of information are required. Computer skills on a variety of software applications (MS Word, Excel, Outlook, etc.) are required.

Additional Selection Criteria

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizens EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days of their employment.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

5. Position requires a top-secret security clearance.

To Apply

Interested candidates for this position should submit the following:

1. *For applicants from within the Mission - Application for Employment*, please contact the Human Resources Office, extension 2168 for these forms;

2. *For applicants from outside the Mission - A current resume or curriculum vitae with a cover letter.*

3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Submit Applications To:

Human Resources Office
Av. Lima-Polo Cdra. 1 s/n
Monterrico - Lima 33
Monday thru Friday, from 9.00 am to 2.00 pm
(except for Peruvian and American holidays)

Point of Contact:

Telephone: 618-2168
Fax: 434-1302

Definitions

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- ♦ US Citizen
- ♦ Spouse or dependent who is at least age 18
- ♦ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- ♦ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- ♦ Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

C L O S I N G D A T E: May 2, 2006

The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation.

Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.